

TRAVERSE QUICK TIPS FOR REMOTE WORKERS

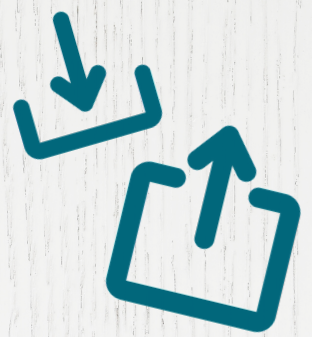


To support you in your continuing efforts to keep children, families, and yourselves safe during this time, here are seven tips for making the most of Traverse®.



1 USE FILE UPLOADING

Traverse supports not only physical scanning but also digital uploading of content, without requiring you to handle a physical sheet of paper.



2 DOWNLOAD AND SHARE CONTENT ITEMS DIGITALLY

Adding content to Traverse allows you to share it securely with others in your agency, outside providers, or collateral contacts via email.



3 GET A HEAD START ON FORMS

Traverse autosaves progress, so you can fill out known information on forms before entering the family's home. When you arrive at the family's home and open your in-progress form in Traverse mobile, you'll be able to pick up right where you left off.

4 DIGITALLY COLLABORATE WITH COWORKERS ON FORMS

Traverse enables you to digitally hand off forms to other Traverse users by using the handoff button.



5 DIGITALLY CAPTURE CASE CONTENT

The Add button in Traverse mobile allows you to capture documents digitally when you're out in the field using your tablet's built-in camera, and families can keep their copy of the paperwork.

6 CAPTURE CONTENT WITHOUT CONNECTIONS

Collect content for cases that haven't yet synced from your System of Record, or in situations when you don't have a data connection, then connect that content to the appropriate people and cases once you re-establish a data connection and receive the relevant information from your System of Record.



7 SEARCH CASE CONTENT

Once you've captured all of this valuable content, Traverse web allows you to search the text of that content for information that can help you make even more informed decisions for your families.



For more Traverse tips, updates, help, and training, check out the Traverse Resource Center by clicking the question mark icon in Traverse web.

